

# 2011 Play to Win Richmond Refinery

meet or beat the plan



## Request for Volunteers

IIF Champions needed to attend crew/ start-of-shift safety meetings in support of Loss Prevention Week.

In an effort to provide a more consistent message to all workers in the Refinery - we would like to request IIF Champions (Volunteers ... that's you!) to attend safety/ start-of shift crew meetings to assist with the Loss Prevention Week Discussion Topic.

We realize that we will not be able to meet with every work group and crew in the refinery. However, we will be extending limited assistance to O&M 1st line supervisors on Wednesday, Thursday, and Friday of Loss Prevention.

Here's how it will work: Operations and Maintenance 1st line supervisors will have the option to request an IIF Champion to attend their safety meeting - specifying the location and the time of their meetings (via email request). Volunteers will receive the meeting details prior to the meeting and will independently meet with the work group and assist with the discussion.

We would like to offer the following schedule/ request for assistance:

Wednesday, 1/26/11 (Maintenance Focus) 10 spaces available between 6:00 - 7:00 am

Thursday, 1/27/11 (Operations Focus) 10 total spaces available

5:30 am - 7:30 am depending on time of the start-of-shift meeting.

5:30 pm - 7:30 pm depending on time of the start-of-shift meeting.

Friday, 1/27/11 (Operations Focus) 10 spaces available

5:30 am - 7:30 am depending on time of the start-of-shift meeting.

5:30 pm - 7:30 pm depending on time of the start-of-shift meeting.

When responding to this request, please specify the date and time that you will be available to assist with the discussion topic. If you would like to attend a specific O&M safety / start of shift meeting, let us know. Please reply via email, or call Dina Johnson, (2-3105) to attend a start of shift meeting.

- IIF Leadership Team